

## **JOB POSTING**

### **Commissioners' Office, Administrative Services Lake County, Ohio**

#### ***Human Resources Coordinator January 3, 2022***

The Lake County, Ohio Board of Commissioners and the Director of Administrative Services are seeking a full time Human Resources Coordinator (HRC). The HRC will assist the Director of Administrative Services (DAS) and other departments with various tasks including, but not limited to, employment interviews, employee discipline, employee performance evaluation, labor negotiations and relations, safety procedures and training, maintaining personnel files, assist with Workers Compensation Program, recommending personnel policy updates to DAS, and other duties as assigned. This position must exhibit strong writing and organization skills and demonstrate experience in dealing with complex and challenging Human Resources issues.

The HRC position requires a Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field, or any other combination of education and experience to perform the essential functions of the job. Five (5) years relevant work experience preferred. In addition to minimum requirements, consideration will be given to those with experience working in the public sector and with collective bargaining units. Must have a valid State of Ohio Driver's License.

This position is eligible for a generous benefits package including: Public Student Loan Forgiveness (PLSF), Medical, Prescription and Dental insurance, other ancillary insurance benefits, Ohio Public Employees Retirement System (OPERS) retirement, deferred compensation program, paid vacation, sick, and personal time, and paid County holidays. Send cover letter and resume to Mr. Joel DiMare Jr., Director of Administrative Services, at [joel.dimare@lakecountyohio.gov](mailto:joel.dimare@lakecountyohio.gov) . Applications due by January 28, 2022.

EQUAL OPPORTUNITY EMPLOYER  
M.F.V.H.